

* This is not a Trial Court position.

NOTICE OF POSITION VACANCY

Staff Attorney

Summary of Duties: Screen and investigate complaints against judges of all courts of the Commonwealth. Interview witnesses, research court records, review tapes and transcripts, and perform whatever other investigation is appropriate on each complaint assigned. Summarize investigation and recommendations in a memorandum to the Commission on each complaint, for monthly Commission meetings. Negotiate agreed dispositions with judges or their attorneys. Draft agreements for disposition, press releases and charging documents (Statements of Allegations and Formal Charges). Perform legal research as required. Find or help create educational programs for particular needs. Answer the public's questions about the jurisdiction of the Commission, what constitutes judicial misconduct, and how to file a complaint. Refer the public to other agencies when appropriate. Represent the Commission at public hearings. Advise the Commission on the application of its enabling statute and rules, as well as the Code of Judicial Conduct. Draft new rules when needed. Assist Executive Director as needed.

Position Requirements: Membership in Massachusetts bar. Experience in Massachusetts Trial Courts, and familiarity with court procedures. Ability to deal effectively with judges, lawyers, court officials, witnesses, complainants and the general public. Ability to communicate well in writing and orally. Excellent drafting skills and attention to detail. Ability to analyze complex, unusual problems, develop creative solutions and write memoranda for a monthly deadline, while working on several cases at once. Ability to thrive in a small team while multi-tasking.

Classification: Level 18.

Salary: \$53,626 to start.

Benefits: Excellent benefits include 4 weeks' vacation.

Supervision by: Supervising Staff Attorney, Executive Director.

To begin: ASAP.

Web site for more information: www.mass.gov/cjc.

Application: Résumé, cover letter and completed SJC/Trial Court Application (<http://www.mass.gov/courts/admin/hr/application.pdf>) by January 27, 2006 to:

Jill Pearson, Executive Director
Commission on Judicial Conduct
11 Beacon Street, Suite 525
Boston, MA 02108

AFFIRMATIVE ACTION / AN EQUAL OPPORTUNITY EMPLOYER